

	INFORMATION SECURITY/GDPR POLICY	POL 014	Rev No. 04
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INFORMATION SECURITY/GDPR POLICY

Suirside Construction Ltd handles sensitive employee and customer information daily. Sensitive Information must have adequate safeguards in place to protect the data, and to ensure compliance with various regulations, along with guarding the future of the Company.

The Company commits to respecting the privacy of all its customers and to protecting any customer data from outside parties. Management are committed to maintaining a secure environment in which to process information so that we can meet these promises. In order to give peace of mind and assurance that confidential information is secure, we conduct an in-depth risk analysis on all of our systems and processes in order to identify any conceivable threats that may be imminent, the vulnerabilities that may be exploited should any of these threats materialise and the implementation of a treatment plan in order to reduce or eliminate any such threats.

We ensure that all of our activities are in full compliance with statutory and regulatory requirements and agreed SLAs are adhered to at all times.

The company sets itself yearly objectives by which it can benchmark its continuous improvement and compliance against the latest industry security standards

Management and employees responsible for handling sensitive data should ensure that:

- Company and cardholder information is handled in a manner that fits with their sensitivity and security classification;
- User access rights are deleted upon termination of their contract.
- Personnel information is never disclosed unless authorised;
- Protect sensitive cardholder information;
- Keep passwords and accounts secure;
- No software or hardware is installed without senior management approval
- Information security incidents are reported, without delay, to the individual responsible for incident response locally.
- Computer screens are locked when left unattended to restrict unauthorised access.

Non-compliance with the general principles and conditions of this Information Security policy may lead to disciplinary action, up to and including dismissal.

GDPR

Suirside Construction Ltd places the utmost priority on the security of its Information Security system, business continuity plans, Disaster, recovery plans and data protection. Management are committed to ongoing review and evaluation, investment and staff training and awareness of the stringent controls, detailed policies and purpose of such policies to minimise and manage risks and maintain information security.

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Clients and Staff's privacy and data protection rights are very important to the Company. Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format.

The Data Protection Acts 1988 and 2003 regulate the collection, processing, storage and disclosure of personal information that is processed electronically. The Act gives effect to the EU Directive (Directive 95/46/EC) on the protection of individuals with regard to the processing of personal data and on the free movement of such data. The GDPR that came into force on 25th May 2018, the company seeks to comply with those regulations and ensure measures are in place well in advance of this date.

Signed: *E. Doherty*

Date: *16/01/2024*

Eddie Doherty (Managing Director)